



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**UNIT 29351**  
**APO AE 09014-9351**

AEAGA-CSM

1 March 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2007 United States Army, Europe, and Seventh Army (USAREUR) Soldier and Noncommissioned Officer of the Year (SOY/NOY) Competition and Awards Program

1. The 2007 United States Army, Europe, and Seventh Army SOY/NOY competition is scheduled for 12 August 2007 – 16 August 2007 at the Joint Multinational Training Command, Grafenwoehr, Germany. The awards program dinner will be held on 24 August 2007 at the Village Pavilion, Patrick Henry Village, Heidelberg, Germany. The specific dates, places, times, and selected warrior tasks for the hands-on performance test will be announced by memorandum from this office as soon as the Department of the Army publishes its guidance for the Army level competition.
2. All Army active duty, National Guard and Reserve Component Soldiers attached or assigned to USAREUR are eligible to compete. Each Soldier should be afforded the opportunity to participate through their most logical chain of command. No Soldier should be denied the opportunity to compete exclusively based on their unit of assignment. A list of eligible Major Subordinate Commands (MSC) and their avenue to compete is provided at enclosure 1. The following criteria apply to all candidates:
  - a. The NCO category includes Corporal through Sergeant First Class with less than 18 years service.
  - b. The Soldier category includes Private through Specialist.
  - c. Soldiers who are laterally promoted to CPL or promoted to Sergeant during or after appearance at this board will continue to compete at the Soldier level during the Army competition.
3. Command Sergeants Major in nominative positions will serve as board members. Appointments and board questions subject areas will be announced in July 2007. No changes will be made without my approval.
4. The uniform requirements during the competition are as follows:
  - a. Board Appearance – all board members, finalists and first line leaders will wear the Army Class “A” uniform with all authorized awards and decorations.
  - b. APFT - the improved physical fitness uniform (IPFU) will be worn for the APFT. Bring winter top and bottom, black leather gloves, reflector belt and black (or gray) knit cap (watch cap).

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c. Competition - The Army combat uniform (ACU) or Battle Dress Uniform (BDU) will be worn during all performance testing with appropriate head and foot gear (kevlar, patrol cap, tan boots) (no black beret).

5. The competition will consist of a board appearance, APFT, written exam, essay, weapons qualification, day and night land navigation to include one-day point found using the Global Positioning System (GPS), all warrior tasks and drills, foot march and mystery task. All candidates should utilize STP 21-1 Soldiers Manual of Common Tasks Skill Level 1 and STP 21-24 Soldier's Manual of Common Tasks Warrior Leader Skills Levels 2, 3, 4 located online in the General Dennis J. Reimer, Training and Doctrine Digital Library at [www.adtdl.army.mil](http://www.adtdl.army.mil).

6. Candidates will also bring the following items: Kevlar helmet complete with sweatband, helmet band with subdued name and rank, LBV complete with first aid pouch, M40 Protective mask (with TM and M291 Decon Kit, mask inserts [if applicable]), ear plugs with case, compass and compass case/protractor, notepad/pencil/pad, ID Card, camouflage stick, full water supply (camel backs are authorized), glasses if worn (no contact lenses), alice pack, black field gloves, gortex or field jacket, wet weather parka/pants and flashlight. Items to be carried in the Alice pack during the performance testing will be provided later by the USAREUR G1 office.

7. Each MSC will submit six copies of the nomination packets for their Soldier and NCO (original and 5 copies). However, provide six original copies of enclosure 7 (3/4 length DA Photo). The date for submission for the nomination packets will be no later than 16 July 2007. Packets should be hand carried to Campbell Barracks, Building 16, Room 216, SFC Stanfill or mailed via MPS to U.S. Army Europe and Seventh Army, Unit 29351, ATTN: AEAGA-MPPD (SFC Stanfill) APO AE 09014. Please ensure you provide the nomination packets without special covers or binders, as they will be incorporated into group candidate binders for board members. Each packet will consist of the following items. Please do not submit any additional documentation except what is listed below:

a. Nomination Memorandum. (Encl 2)

b. Enlisted Records Brief certified by the servicing PSB or BDE S-1. (Encl 3)

c. APFT DA Form 705 (no more than 6 months old) (Encl 4)

d. NCOs will provide their most current NCOER (DA Form 2188-1, Dated, March 2006), which will cover a 12 month rated period. Include additional NCOERs if a 12 month rated period is not available. Corporals do not require an NCOER. (Encl 5).

e. DD Form 2266 (Hometown News Release) (original packet only, no additional copies required) (Encl 6).

f. 6 original digital three quarters length photograph (same as used for DA selection boards) (encl 7).

g. Personal Data Sheet (encl 8).

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8. Candidates will be assessed on their breadth and depth of knowledge in the following subject matter areas to include ALL warrior tasks and drills:

- ◆ Military Leadership & Counseling
- ◆ Military Justice
- ◆ Individual Essay
- ◆ Chain of Command
- ◆ Army History
- ◆ APFT/Physical Fitness
- ◆ NCODP
- ◆ Interacting with the Media
- ◆ US Government/Constitution
- ◆ Land Navigation
- ◆ Weapons
- ◆ Oral Expression & Military Courtesy
- ◆ Soldier Support Activities/Army Programs
- ◆ Military Bearing
- ◆ PMCS
- ◆ Supply Economy
- ◆ Current Events
- ◆ Sponsorship
- ◆ Uniforms and Awards
- ◆ Warrior Tasks/Battle Drills
- ◆ Tactical Commo
- ◆ EO/Prevention Sexual Harassment
- ◆ First Aid
- ◆ Battle Focused Training
- ◆ Warrior Ethos
- ◆ NCOER
- ◆ Survival
- ◆ Code of Conduct
- ◆ Drill and Ceremony
- ◆ NCO Creed/History
- ◆ Field Sanitation
- ◆ Risk MGT/Safety
- ◆ Report Procedures
- ◆ Education Programs
- ◆ NBC

9. NCOs and Soldiers competing must meet the following requirements:

a. Height and weight standards IAW AR 600-9, dated 27 Nov 06 effective 2 Apr 07.

b. Have not received any UCMJ punishment or have been under suspension of favorable actions within the last 12 months.

c. Passed an Army Physical Fitness Test within six months prior to the competition.

10. The MSC (parent command) will provide temporary duty orders and funding for the board members, finalists and finalist's first line leaders to participate in the USAREUR SOY/NOY Competition. It is recommended that the first line leader that accompanies the finalist to the USAREUR SOY/NOY competition is the same Soldier that travels to the DA competition.

11. Advise all finalists that if they are selected as the USAREUR SOY/NOY, they will represent the MACOM at the Army level competition from 30 September 2007 – 7 October 2007, Fort Lee, Virginia and will also attend the Association of the United States Army (AUSA) Convention from 7 October 2007 to 11 October 2007 in Washington, DC.

12. In addition, those finalists NOT selected as the USAREUR SOY/NOY will also attend the AUSA convention in Washington, DC (as well as the Soldiers first line leader). These Soldiers will run the USAREUR booth at the convention. (Parent MSC will pay for funding).

13. The USAREUR SOY/NOY will be attached to the 1AD, 123<sup>rd</sup> MSC, Dexheim, Germany, Junior Leader's Course from 2 September 2007 – 21 September 2007 for training in preparation for the DA competition.

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14. All finalists and first line leaders will report at **1400, Sunday, 12 August 2007** to the SOY/NOY Operations Center, building 3400, Camp Normandy, Grafenwoehr, Germany. Billeting for finalists and first line leaders will be at the 7<sup>th</sup> Army Noncommissioned Officers Academy. Casual civilian attire will be worn for the Sunday evening icebreaker (dress slacks, open collar shirt, no jeans, no sandals, and equivalent casual attire for females).

15. The responsibilities for the planning and coordination of the entire event will be forthcoming via official tasking message from the USAREUR G3, Plans and Operations Branch.

16. Points of Contact for this action are: USAREUR CSM NCOIC, SFC Wells, DSN 377-4400; USAREUR G1 SGM, SGM Weber, DSN 370-3303; and USAREUR G1 NCOIC, SFC Stanfill, DSN 370-4154.



IUNIASOLUA T. SAVUSA  
Command Sergeant Major, USA  
United States Army Europe

3 Encls  
as

DISTRIBUTION:

CSM, V CORPS, APO AE 09014  
CSM, USASETAF, APO AE 09630  
CSM, 21ST TSC, APO AE 09263  
CSM, JMTC, APO AE 09114

## Eligible Major Subordinate Commands (MSC)

Eligible MSCs will compete under the five current units. Any changes to which organization falls under which MSC must go through the USAREUR CSM.

### V CORPS

U.S. Army Southern European Taskforce

21st Theater Support Command

U.S. Army Europe & 7<sup>th</sup> Army Separate Units: (All others, i.e, JMTC, 1st PERSCOM, U.S. Army NATO, 7<sup>th</sup> ARCOM, 266<sup>th</sup> FINCOM,)

Encl 1

Unit Letterhead  
NOMINATION MEMORANDUM

Office Symbol

Date

MEMORANDUM FOR Command Sergeant Major, United States Army, Europe and Seventh Army (AEAGA-CSM), Unit 29351, APO AE 09014

SUBJECT: Nomination for the 2007 United States Army, Europe, and Seventh Army Noncommissioned Officer (or Soldier) of the Year

1. The following individual has been selected as the Noncommissioned Officer (or Soldier) of the Year for (MSC) and is nominated for the United States Army, Europe, and Seventh Army NCO (or Soldier) of the Year.

- a. Name:
- b. Rank:
- c. PMOS:
- d. SSN:
- e. Unit:
- f. Years of Service:
- g. Time in grade:
- h. Qualification in Arms (include type of weapon) (if applicable – some SM, assigned to TDA units may not have a current qualification)
- i. Service school(s) attended:
- j. Awards and Decorations:
- k. Civilian education:
- l. Duty address and duty phone number/civilian:

Encl 2

OFFICE SYMBOL

SUBJECT: Nomination for the 2007 United States Army, Europe, and Seventh Army  
Noncommissioned Officer (or Soldier) of the Year

- m. Rank/Name/Duty address/phone number of first line leader:
  - n. Name and address of next of kin:
  - o. Significant achievements in the last 12 months:
2. The nomination packet is enclosed.

Encl  
as

MSC CSM Signature Block  
Command Sergeant Major, USA

Encl 2 con't

# **Enlisted Record Brief**

**Updated and certified/verified to  
be a true copy by the BDE S-1**

Encl 3

# Army Physical Fitness Test Scorecard

For use of this form, see FM 21-20; the proponent agency is TRADOC

NAME (LAST, FIRST MIDDLE) \_\_\_\_\_

SSN \_\_\_\_\_ GENDER \_\_\_\_\_

UNIT \_\_\_\_\_

TEST ONE			TEST TWO			TEST THREE			TEST FOUR		
DATE	GRADE	AGE									
HEIGHT (IN INCHES)	BODY COMPOSITION	BODY FAT: %	HEIGHT (IN INCHES)	BODY COMPOSITION	BODY FAT: %	HEIGHT (IN INCHES)	BODY COMPOSITION	BODY FAT: %	HEIGHT (IN INCHES)	BODY COMPOSITION	BODY FAT: %
WEIGHT: lbs	GO / NO-GO	GO / NO-GO	WEIGHT: lbs	GO / NO-GO	GO / NO-GO	WEIGHT: lbs	GO / NO-GO	GO / NO-GO	WEIGHT: lbs	GO / NO-GO	GO / NO-GO
PU RAW SCORE	INITIALS	POINTS									
SU RAW SCORE	INITIALS	POINTS									
2MRRAW SCORE	INITIALS	POINTS									
ALTERNATE AEROBIC EVENT	TIME	TOTAL POINTS	ALTERNATE AEROBIC EVENT	TIME	TOTAL POINTS	ALTERNATE AEROBIC EVENT	TIME	TOTAL POINTS	ALTERNATE AEROBIC EVENT	TIME	TOTAL POINTS
GO <input type="checkbox"/> NO-GO <input type="checkbox"/>	GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>	GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>	GO <input type="checkbox"/> NO-GO <input type="checkbox"/>		GO <input type="checkbox"/> NO-GO <input type="checkbox"/>	GO <input type="checkbox"/> NO-GO <input type="checkbox"/>	
NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE			NCOIC/OIC SIGNATURE		
COMMENTS			COMMENTS			COMMENTS			COMMENTS		

**SPECIAL INSTRUCTION: USE INK**

**LEGEND:** PU - PUSHUPS      2MR - 2 MILERUN  
 SU - SIT UPS                  APFT - ARMY PHYSICAL FITNESS TEST

**Data Required by the Privacy Act of 1974**  
 Individuals not providing information cannot be rated/scored. The principal purpose and routine use of this information are to maintain a record of individual scores on physical fitness events.

Title DA Form 705  
 Authority 5 USC Section 301  
 Disclosure of requested information is mandatory.

NCO EVALUATION REPORT						FOR OFFICIAL USE ONLY (FOUO) SEE PRIVACY ACT STATEMENT (W AR 623-3)
For use of this form, see AR 623-3; the proponent agency is DCS, G-1						+
PART I - ADMINISTRATIVE DATA						
a. NAME (Last, First, Middle Initial)		b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC	
f1. UNIT		g. ORG	h. STATION	i. ZIP CODE OR APO	j. STATUS CODE	
k. PERIOD COVERED		l. RATED MONTHS	m. NON-RATED CODES	n. NO OF ENCL	o. RATED NCO'S EMAIL ADDRESS	
FROM	THRU				p. UIC	
YEAR MONTHDAY	YEAR MONTHDAY				q. CMD CODE	
					r. PEB CODE	
PART II - AUTHENTICATION						
a. NAME OF RATER (Last, First, Middle Initial)		b. SSN	SIGNATURE		DATE	
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT		RATER'S APO EMAIL ADDRESS (gpo. or .mil)	
b. NAME OF SENIOR RATER (Last, First, Middle Initial)		c. SSN	SIGNATURE		DATE	
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT		SENIOR RATER'S APO EMAIL ADDRESS (gpo. or .mil)	
c. NAME OF REVIEWER (Last, First, Middle Initial)		d. SSN	SIGNATURE		DATE	
RANK	PMOSC/BRANCH	ORGANIZATION	DUTY ASSIGNMENT		REVIEWER'S APO EMAIL ADDRESS (gpo. or .mil)	
d. <input type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS <input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL. (See attached comments)						
e. RATED NCO: I understand my signature does not constitute agreement or disagreement with the evaluation of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating official in Part II, the duty description in Part III, and the AFPT and highlight text in Part IV are correct. I have seen the completed report. I am aware of the appeals process of AR 623-3.				SIGNATURE		
				DATE		
PART III - DUTY DESCRIPTION (Rate)						
a. PRINCIPAL DUTY TITLE			b. DUTY MOSC			
c. DAILY DUTIES AND SCOPE (To include, as appropriate, people, equipment, facilities and details)						
d. AREAS OF SPECIAL EMPHASIS						
e. APPOINTED DUTIES						
f. COUNSELING DATES		INITIAL	LATER	LATER	LATER	
PART IV - ARMY VALUES-ATTRIBUTES-SKILLS-ACTIONS (Rate)						
a. ARMY VALUES. Check either "YES" or "NO". (Comments are mandatory for "No" entries, optional for "Yes" entries.)						
<div style="display: flex; flex-direction: column; align-items: center;"> <div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">V A L U E S</div> <div style="display: flex; flex-direction: column; align-items: center; gap: 5px;"> <span>Loyalty</span> <span>Duty</span> <span>Respect</span> <span>Selfless-Service</span> </div> <div style="display: flex; flex-direction: column; align-items: center; gap: 5px; margin-top: 10px;"> <span>Honor</span> <span>Integrity</span> <span>Personal Courage</span> </div> </div>	1. LOYALTY: Bears true faith and allegiance to the U. S. Constitution, the Army, the unit, and other soldiers.	YES	NO			
	2. DUTY: Fulfills their obligations.	YES	NO			
	3. RESPECT/RESERVED: Treats people as they should be treated.	YES	NO			
	4. SELFLESS SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.	YES	NO			
	5. HONOR: Lives up to all the Army values.	YES	NO			
	6. INTEGRITY: Does what is right, legally and morally.	YES	NO			
	7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).	YES	NO			
	b. Skill comments					

RATED NCO'S NAME (Last, First, Middle Initial)		DDI	THRU DATE
<b>PART IV (Rater) - VALUES NCO RESPONSIBILITIES</b>			
All of elements are mandatory Subordinate & Self elements are marked for "EXCELLENCE" or "MEETS APPROXIMATELY"			
<b>b. COMPETENCE</b> o Duty proficiency, MOS competency o Technical & tactical, knowledge, skills, and abilities o Sound judgment o Seeking self-improvement, always learning o Accomplishing tasks to the fullest capacity, committed to excellence  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> (Exceeds std)    (Meets std)    (Some)    (Much) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>c. PHYSICAL FITNESS &amp; MILITARY BEARING</b> o Mental and physical toughness o Endurance and stamina to go the distance o Displaying confidence and enthusiasm, looks like a soldier  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> (Exceeds std)    (Meets std)    (Some)    (Much) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	APFT	HEIGHT/WEIGHT	
<b>d. LEADERSHIP</b> o Mission first o Genuine concern for soldiers o Instilling the spirit to achieve and win o Setting the example, Be, Know, Do  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> (Exceeds std)    (Meets std)    (Some)    (Much) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>e. TRAINING</b> o Individual and team o Mission focused, performance oriented o Teaching soldiers how, common tasks, duty-related skills o Sharing knowledge and experience to fight, survive and win  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> (Exceeds std)    (Meets std)    (Some)    (Much) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>f. RESPONSIBILITY &amp; ACCOUNTABILITY</b> o Care and maintenance of equipment/facilities o Soldier and equipment safety o Conservation of supplies and funds o Encouraging soldiers to learn and grow o Responsible for good, bad, right & wrong  <b>EXCELLENCE</b> <b>SUCCESS</b> <b>NEEDS IMPROVEMENT</b> (Exceeds std)    (Meets std)    (Some)    (Much) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
<b>PART V - OVERALL PERFORMANCE AND POTENTIAL</b>			
<b>a. RATER</b> Overall potential for promotion and/or service in positions of greater responsibility  <b>AMONG THE BEST</b> <b>FULLY CAPABLE</b> <b>MARGINAL</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <b>b. RATER</b> List 3 positions in which the rated NCO could best serve the Army at his/her current or next higher grade.  _____ _____ _____	<b>e. SENIOR RATER BULLET COMMENTS</b>          <div style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>        1   2   3   4   5        Satisfactory    Fair    Poor     </div>		
<b>c. SENIOR RATER</b> Overall performance  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1   2   3   4   5 Satisfactory    Fair    Poor	<b>d. SENIOR RATER</b> Overall potential for promotion and/or service in positions of greater responsibility  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1   2   3   4   5 Satisfactory    Fair    Poor		

Encl 5 con't

## HOMETOWN NEWS RELEASE INFORMATION

<b>1. PAO CODE</b>		<b>PRINT OR TYPE - SEND ORIGINAL ONLY</b>	<b>FOR RELEASING PUBLIC AFFAIRS OFFICE USE ONLY</b>		
<b>2. YOUR SOCIAL SECURITY NUMBER (For identification only)</b>					
<b>PRIVACY ACT STATEMENT</b>					
<p><b>AUTHORITY:</b> 5 U.S.C. 301, 10 U.S.C. 8012 and 8034, and EO 9397.  <b>PRINCIPAL PURPOSE:</b> To prepare news stories and news releases for distribution and publication by civilian news media to recognize the achievements of Army and Air Force members. In accordance with the 1974 Privacy Act, you are hereby informed that your Social Security Number on this form is required for identification use only.  <b>ROUTINE USE:</b> Information may be disclosed to civilian news media representatives. Once published, information is considered "Public Domain."  <b>DISCLOSURE:</b> Information collected on this form is released over your signature and is voluntary. If you have no objection to the information being released to hometown audiences, sign your name below. Failure to provide the information may mean little or no public news release material can be produced, thus denying the individual public recognition for personal achievements.</p>					
<b>3. BRANCH OF SERVICE</b>	<b>4. STATUS</b>	<b>5. RANK</b>	<b>6. PAY GRADE</b>	<b>7. FIRST NAME, MIDDLE INITIAL, LAST NAME</b>	<b>8. SEX</b>
<input type="checkbox"/> ARMY	<input type="checkbox"/> ACTIVE			<b>9. EVENT</b> (Example: Arrival; Promoted to Sergeant; Received Commendation Medal, etc. - Citation Needed)	
<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> RESERVE				
<input type="checkbox"/> NAVY	<input type="checkbox"/> NATIONAL GUARD				
<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> CIVILIAN				
<input type="checkbox"/> COAST GUARD					
<b>10. YOUR LIVING PARENTS, STEPPARENTS, GUARDIANS, AUNT/UNCLE/GRANDPARENTS OR ADULT SIBLINGS</b>					
<b>a.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME</b>			<b>(2) RELATIONSHIP TO YOU</b>		
<b>(3) ADDRESS (Number and Street)</b>			<b>(4) CITY</b>	<b>(5) STATE</b>	<b>(6) ZIP CODE</b>
<b>b.(1) FIRST NAME, MIDDLE INITIAL, LAST NAME</b>			<b>(2) RELATIONSHIP TO YOU</b>		
<b>(3) ADDRESS (Number and Street)</b>			<b>(4) CITY</b>	<b>(5) STATE</b>	<b>(6) ZIP CODE</b>
<b>11. SPOUSE'S NAME (First, Middle Initial, Last)</b>					
<b>12. SPOUSE'S LIVING FATHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME</b>					
<b>b. ADDRESS (Number and Street)</b>			<b>c. CITY</b>	<b>d. STATE</b>	<b>e. ZIP CODE</b>
<b>13. SPOUSE'S LIVING MOTHER a. FIRST NAME, MIDDLE INITIAL, LAST NAME</b>					
<b>b. ADDRESS (Number and Street)</b>			<b>c. CITY</b>	<b>d. STATE</b>	<b>e. ZIP CODE</b>
<b>14.a. YOUR PRESENT UNIT OF ASSIGNMENT</b> <i>(Do not abbreviate)</i>		<b>b. POST OR BASE (Not APO)</b>		<b>c. CITY</b>	
				<b>d. STATE OR COUNTRY</b>	
<b>15. DUTY MOS OR AFSC</b>		<b>16. PRESENT JOB TITLE (Full Title - Do not abbreviate)</b>			<b>17. TOTAL YEARS MILITARY SERVICE</b>
<b>18.a. HIGH SCHOOL GRADUATED FROM</b>		<b>b. YEAR GRADUATED</b>	<b>c. CITY</b>		<b>d. STATE</b>
					<b>e. ZIP CODE</b>
<b>19. COLLEGES GRADUATED FROM</b>					
<b>a. COMPLETE NAME</b>		<b>b. DEGREE</b>	<b>c. YEAR GRADUATED</b>	<b>d. CITY</b>	<b>e. STATE</b>
					<b>f. ZIP CODE</b>
<b>20. REMARKS (Continue on back if necessary)</b>					
<b>21. SIGNATURE OF PERSON LISTED ABOVE (Authorizing release of this information)</b>				<b>22. DATE (YYMMDD)</b>	<b>23. DUTY PHONE (DSN or area code)</b>

DD FORM 2266, JUN 95

Encl 6

**Digital three quarters  
length photograph**

(6 original copies)

Same as used for DA  
Selection Boards  
ICW AR 640-30

Encl 7

## PERSONAL DATA SHEET

Name: John Q. Soldier

Rank: PV1 - SFC

MACOM: Nominating Command

MOS/Title: Candidate's primary MOS

TIS: Years in the Army

Objective: Long term and short-term goals

Experience: Personal work history, start with most recent and work backward

Military Education: NCOES courses attended; start with most recent and work backward

Civilian Education: Civilian schooling, start with most recent and work backward

Family: Married/single (Names of spouse and children if applicable)

Hometown: City/town and state

Personal Interests: Hobbies, community involvement, etc.

Note: This information will be used in the preparation of the Awards Dinner program and will not be reviewed by board members as a part of the competition.

Encl 8